Kansas Health Policy Authority
Operational Policy

_____

Title: Access Authorization Policy

Number: POL-IT:2008-16
Effective date: 9-23-08
Date Revised: None
Date of Annual Review: None
Authority: EX-POL:2006-01

_____

CATEGORY
Information Technology

SUBJECT
 Information Technology

BACKGROUND
Controlled access to secured systems is the first line of defense against unauthorized modification, destruction, or disclosure of electronic protected health information (e-PHI). The Kansas Health Policy Authority takes the issue of protecting personal health information very seriously and realizes that the highest potential of risk the State of Kansas and the Kansas Health Policy Authority faces is from its own employees and the employees of other agencies/entities for whom we provide access to our data. Although it is known that security of e-PHI cannot be totally guaranteed, policies and procedures must be in place that will greatly reduce the possibility of unauthorized access.

POLICY STATEMENT
Access to e-PHI will be granted only through a secured system. This system may be a workstation for which an ID and password is needed to access data on the network, a program for which an ID and password is required, a transaction which must either be encrypted or otherwise protected, or a process or other mechanism that requires authorization.

Approval for access to secured systems must come from the program supervisor or manager. The request must be emailed from the approving supervisor or manager and clearly indicate the type of access desired.

Authorized access to a secured system will be granted only after a properly-authorized request has been submitted to the KHPA Information Systems staff. In addition, a signed KHPA security access form must be on file before access is granted.

SPONSOR/CONTACT
Chief Operations Officer